

U.S. Department of
Homeland Security

United States
Coast Guard



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Integrated Support Command

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ISCHONONINST 5216
JUL 9 2004

INTEGRATED SUPPORT COMMAND HONOLULU INSTRUCTION 5216

Subj: AUTHORIZATION TO SIGN "BY DIRECTION" OF THE COMMANDING OFFICER

Ref: (a) Correspondence Manual, COMDTINST M5216.4 (series)
(b) Coast Guard Regulations, COMDTINST M5000.3 (series)

1. **PURPOSE.** The purpose of this instruction is to establish designations and guidelines for positions and personnel authorized to sign "By direction" for Integrated Support Command Honolulu.
2. **ACTION.** All Integrated Support Command Honolulu personnel shall review and comply with reference (a) and the contents of this instruction. This instruction will be updated periodically and remains in effect until superseded by a future version. Separate by direction letters may be issued if interim "By direction" authority is required in between updates.
3. **DIRECTIVES AFFECTED:** This instruction supersedes all information related to "By direction" authority contained in ISCHONONOTE 1200 of 22 Apr 2003.
4. **DISCUSSION.**
 - a. All officers, chief petty officers, and civilian employees serving in branch chief positions or above are authorized "By direction" signature authority for routine, non-policy correspondence specifically related to issues within their areas of responsibility. The limitations of Art 7-1-9 of reference (b) apply. The Commanding Officer shall sign all correspondence which pertains or relates to:
 - (1) the mission or efficiency of this or any other command
 - (2) matters of policy or procedure, especially resource requests (funding or billets)

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- (3) matters of substantial impact to the recipient or subject person including certain military justice matters.
- (4) correspondence addressed to Commander or higher elements in ISC Honolulu's direct chain of command (i. e. CG MLCPAC or CG PACAREA)
- (5) correspondence addressed to Commandant
- (6) correspondence addressed to any flag/general officer or equivalent
- (7) matters which require the Commanding Officer's signature by law

b. In addition to the personnel in branch chief or higher positions described above, the following personnel are designated specific "By direction" authority for the duties indicated:

YN1 R. Dela Cruz	Routine Servicing Personnel Office (SPO) documents such as travel orders, PMIS/JUMPS transactions, and forms
YNCS A. McConville	Routine Servicing Personnel Office (SPO) documents such as travel orders, PMIS/JUMPS transactions, and forms
YNCS R. Feldman	Routine matters related to the transportation office, Temporary Lodging Allowance, and the travel charge card program
Mr. Elmer G. Cabais	Routine matters related to the transportation office, Temporary Lodging Allowance, and the travel charge card program
YNC J. Zobrak	Routine matters related to the Pass & ID Office, traveler's check program, Mass Transit Fare Benefit program, and GTA reconciliation
YNCM T. Brown	Routine administrative and personnel matters and all matters related to CMC/CPO mess duties.

c. A list of personnel authorized to release messages is below. Due to their public nature, judicious use of messages is expected. The restrictions and guidelines applicable to other correspondence apply to messages as well.

CDR R. E. Brogan	LCDR P. Rendon	CDR H. Shen	LCDR B. Keffer	LCDR W. Wrzesniewski
LCDR G. W. Jones	LT J. Leshnover	CWO T. Boyd	CWO R. Fisher	CWO E. Reyes
YNCM T. Brown	Mr. E. Cabais	YNCS R. Feldman	YNCS A. McConville	LCDR M. Yensz
ENS T. Nguyen	SKC G. Lemasters	FSC C. Beasley	HSCS C. Evans	YNC J. Zobrak
ETC P. See	YNC A. Ulsh	YN1 R. Dela Cruz		


M. E. CUTTS